

City of Chattanooga, TN
Personnel Class Specification

Class code 0312

FLSA: Non-Exempt

CLASSIFICATION TITLE: FORESTRY SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan and supervise the daily operations of work crews involved in cutting and pruning trees and to perform arborist duties of inspecting and treating infested trees.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans and coordinates tree cuttings based on scheduled road construction and paving projects.

Inspects, prioritizes and schedules service requests on a daily basis; identifies personnel, equipment and materials for jobs; estimates cost of projects; inspects work during and upon completion to ensure compliance with service requests and project specifications.

Conducts training in tree cutting techniques and in proper use of equipment and tools.

Works with Municipal Forester to develop and maintain the city's tree planting program.

Supervises and participates in trimming, pruning and removing trees, in loading and unloading trees, in digging, loading and hauling tree mulch, and in grinding tree debris and brush.

Operates a bucket truck, back hoe, dump truck, chipper and front-end loader and uses chain saws, pruner, loppers, shovels and other hand tools in performing job duties.

Inspects work sites to determine proper course of action for removing and trimming trees; assists in determining whether trees are located in city right-of-way or on private property; assists in discussing scope of project with property owners.

Responds to inquiries, complaints and problems from the general public by providing information on the status of projects and explaining the city's tree ordinance and tree removal procedures.

Inspects infested trees; identifies problem and corrective measures needed; applies chemicals, fertilizers, and other materials to trees.

Responds to emergency calls in circumstances of disasters, inclement weather, accidents and others requiring immediate action in removing trees, limbs and other debris from roadways and public areas.

Monitors the use and maintenance of assigned equipment; performs preventive maintenance work and minor repairs on tools; forwards requests for repairs to proper department.

Drives dump truck to pick up trees and landscaping materials from nurseries; hauls mulch for volunteers performing community service projects.

Prepares and submits for approval various forms including attendance records, overtime reports, purchase orders, inventory records, service requests, and inspection reports.

Reviews and monitors budget reports; maintains records on man-hours, equipment and materials usage, and total costs of projects; prepares project reports.

Refers to city ordinances, technical manuals, guidebooks, city maps, textbooks and other documents in performing assigned job duties.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in landscaping and forestry work; supplemented by one (1) to two (2) years previous experience and/or training as a crew foreman in tree service work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s). Possession of a CPR certification is required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.